

# DATA MANAGEMENT ASSISTANT

*NOTE: The eligible list resulting from this examination may be used to fill similar City of Milwaukee positions.*

**PURPOSE:** Under the direction of the Pension and Data Systems Manager and the Data Management Coordinator, the Data Management Assistant accurately enters and maintains human resources and payroll data in the human resource management system (HRMS)/payroll system for the Office of Human Resources (Compensation and Benefits) and the Payroll department.

## **ESSENTIAL FUNCTIONS:**

- Enters new hire and rehire data into the HRMS/payroll system. Establishes secondary jobs as necessary.
- Tracks and maintains pay rate changes. Processes employment actions, such as transfers, promotions, and leaves, and verifies pay and benefits affected by such changes.
- Processes tuition reimbursement payment requests, travel allowances, and other types of additional pay.
- Processes benefit plan enrollments and changes, including family status changes and open enrollment transactions. Assists with on-demand Benefit Administration processing and benefit bill payment posting.
- Reviews enrollment reports, analyzes data, and ensures that payroll deductions are correct based upon employee choices. Thoroughly audits, ensuring that year-to-date deductions are correct.
- Reconciles payroll deductions.
- Maintains absence code changes, processes address and Form W-4 changes, and establishes and maintains direct deposit and general deductions to support payroll functions.
- Assists with processing mass rate changes such as pay increases or retroactive adjustments. Processes adjustments for payroll and maintains records of changes made.
- Processes terminations on a timely basis to ensure that deductions are processed and that no overpayments are generated.
- Processes leave plan payouts.
- Assists with maintaining specialized HR databases and reports. Maintains and documents procedures.
- Reports data exceptions to the Data Management Coordinator.
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

## **MINIMUM REQUIREMENTS:**

1. Associate's Degree in business or a related field from an accredited college or university.  
***NOTE: College transcripts are required and should either be attached to the application or sent via email to [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov), or sent to Box DMA-MPS, Department of Employee Relations, City of Milwaukee, 200 E Wells St, Room 706, Milwaukee, WI 53202. Student copies are acceptable.***
2. Two years of administrative experience in a high volume data entry environment that included experience using Microsoft Word and Excel.  
*Equivalent combinations of education and experience may be considered.*
3. Residency in the City of Milwaukee within six months of appointment and throughout employment.

## **DESIRABLE QUALIFICATIONS:**

- College coursework in human resources.
- Experience in human resources, benefits, or payroll.

- Experience using Human Resource Management System (HRMS) or Enterprise Resource Planning (ERP) software.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◆ Knowledge of administrative and clerical procedures.
- ◆ Knowledge of human resources, benefits, and payroll practices and procedures.
- ◆ Ability to read and interpret work-related documents.
- ◆ Ability to process transactions accurately.
- ◆ Computer and data entry skills, including the ability to use word processing and spreadsheet software as well as human resources management systems.
- ◆ Ability to prepare reports.
- ◆ Analytical and problem-solving skills.
- ◆ Attention to detail; ability to verify information and detect and reconcile discrepancies.
- ◆ Oral and written communication skills.
- ◆ Ability to work effectively in a multi-level, multi-cultural team environment.
- ◆ Ability to manage files, records, and documentation.
- ◆ Ability to plan, prioritize, and accomplish work.
- ◆ Ability to meet regular deadlines.
- ◆ Ability to maintain confidentiality.
- ◆ Honesty and integrity.

**CURRENT PAY SCHEDULE (AE4) IS:** \$31,811-\$42,388 annually with excellent benefits.

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **May 29, 2012**. *Receipt of applications may be discontinued at any time after this date without prior notice; however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified by mail of the date, time, and place of the examination.*

**APPLICATIONS** and further information may be obtained in person or via mail from the City of Milwaukee Department of Employee Relations, 200 E. Wells St, Room 706, Milwaukee WI 53202-3554, by visiting [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs), or by calling 414-286-3751.